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**GENERAL INFORMATION**

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Library System

Winnefox Library System

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Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

Winnefox provides support to libraries of widely varying size. While the majority of our libraries are located in communities with populations less than 3,000, we also serve several large and medium size libraries. We are challenged to assist our small libraries in providing services normally found only in large communities while providing our larger libraries with services that they find valuable. In order to provide the greatest good to all, Winnefox provides services that are a benefit to any size library such as printing and graphics, electronic infrastructure support, and electronic resources.

The primary economic influence on this plan is the need to deal with reduced funding for the system as well as tight funding for member libraries. Local governments continue to be under levy limits and the support libraries receive from their municipalities and counties has not kept up with increased costs. Payments due to libraries in adjacent counties continue to cause budget pressure for counties and for those libraries which cannot bill neighboring counties.

Though the population of our member counties continues to be predominately native-born and Caucasian, all report increasing numbers of immigrants. The growth of new ethnic populations is causing our membership to examine what they are doing to serve those for whom English is a second language, or for whom reading is not a traditional family activity.

The Wisconsin Department of Administration projects the growth rate for most of the Winnefox service area to be close to the state average. Commuters and retirees continue to move into the rural counties, bringing heightened expectations of service. They are used to the resources available at urban libraries. Several of our member counties have large numbers of summer residents who also expect service levels similar to those they receive in their home communities. The fact that much of this population growth is outside of municipalities that support libraries will have a significant impact on the direction of county funding for libraries.

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Describe significant needs and problems that influenced the development of this and other system plans.

Budget constraints will continue to have a significant impact on system activities in 2014. While state funding will remain at the 2012 level costs continue to rise.

The following services were reduced or eliminated because of budget cuts in 2012 and 2013:

- Reduction in grants to library directors for CE activities.
- Reduction in WALS catalog database maintenance.
- Elimination of OCLC Firstsearch WorldCat subscription
- Elimination of the Ebsco Small Engine Repair database subscription
- Reduction of statewide delivery to 4 days per week
- Elimination of free, unlimited printing and imposition of some printing charges (a goal from the 2011 – 2013 Strategic Plan).
- Contractual payments to Oshkosh Public Library will be reduced.
- Elimination of grants for SLP performers and materials.
- Reduction in professional association memberships for staff
- Elimination of continuing education grants for library directors
- Elimination of most workshop mileage reimbursements
- Elimination of professional association memberships for staff
- Reduction in staff training

In 2014 we anticipate making these additional cuts.

- Cutbacks in budgeted hours for part time staff
  - Reduction in interlibrary loan service to and from other states
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	<b>GENERAL INFORMATION (cont'd.)</b>	
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We are also actively searching for additional sources of income. We have contracted with both Southwest Library System and the Winnebago Co. Literacy Council to provide accounting services.

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

A new strategic plan covering 2014 – 2016 was adopted by the system board in July 2013. We are attempting to incorporate the plan's goals and objectives into this plan to the extent allowed by budget constraints.

A major focus of this plan is addressing the system standards approved by SRLAAW in August. A major goal of our strategic plan is to meet these standards by the end of 2017. Over the next few months we expect to evaluate how well we meet these standards and how to best reach this goal.

Major contributors to our ongoing planning processes are the Library Advisory Committees (LAC) and the Winnefox Technology Executive Council (WTEC). LACs are organized by county and are comprised of the library directors in each county; most meet regularly with the Winnefox Assistant Director and other staff as needed. The WTEC is a committee of library directors and system staff which helps guide system technology services.

Multi-type planning is done in association with the Fox Valley Library Council (FVLC) and the Outagamie Waupaca Library System (OWLS) with the participation of many system and member library staff members.

WLS recognizes that common goals and concerns exist for neighboring library systems. The WLS Director and Assistant Director continue to meet with adjacent system directors to discuss mutual concerns and plan joint activities.

Evaluations of continuing education activities, system staff visits to member libraries, library generated statistics, member library responses to special surveys, and general observations are elements contributing to our planning.

	<b>ASSURANCES</b>	
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The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2014**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

**S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:**

**Membership Agreements**

- ☒ (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- ☒ A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

**Resource Library Agreement**

- ☒ (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ A signed copy of the resource library agreement will be provided to the division by January 15.

**Reference Referral, Interlibrary Loan, and Technology**

- ☒ S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

**List ongoing activities related to this requirement.**

- Provide ILL service, including an ILL clearinghouse.
- Provide access to Overdrive digital audio, video, music, and ebooks.
- Continued maintenance of shared database of member library bibliographic records and holdings
- Sharing of ILL materials with other OCLC libraries.

**ASSURANCES (cont'd.)**

- Continued acceptance of ILL requests via OCLC, direct reserve on our ILS, email, fax, phone or mail.
- Continued support of locally produced online genealogical and local history databases.
- Continued participation in the WPLC funding pool for digital media

**Indicate new or priority activities relating to this requirement for the plan year.**

No new activities are planned at this time.

**Inservice Training**

- ☒ S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

**List ongoing activities related to this requirement.**

- Provision of regular workshops at varied locations around the system.
- Provision of one-on-one and small group training to directors and other member library staff as needed.
- Member libraries will be surveyed regarding their training needs.
- Provision of information to member libraries regarding training/education activities available from other providers as this information becomes available.
- Continued publication of Trustee Tales, a quarterly newsletter for library trustees.

**Indicate new or priority activities relating to this requirement for the plan year.**

- Increased use of the GoTo Meeting software for training and education.

No other new activities are planned at this time.

**Delivery and Communication**

- ☒ S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

**List ongoing activities related to this requirement.**

- Provision of three, four, or five day per-week delivery to all member libraries, and delivery to Oshkosh Public Library deposit sites.
- Use of fax, e-mail, and interactive chat to answer information requests.
- Continued participation in the statewide delivery service.
- Continued publication of the Ides, our monthly electronic news magazine, aimed at training library staff in technology.
- Continued development of the Winnefox Extranet as an information resource for member libraries.
- Continued communication with member directors and trustees of legislative developments that affect libraries.
- Continued assistance to libraries in effective communication with municipal and county boards.
- Provision of an annual report to each member library on system services received

**Indicate new or priority activities relating to this requirement for the plan year.**

- Increased use of the GoTo meeting software to allow persons to participate in meetings they cannot physically attend.

No other new activities are planned at this time.

**Service Agreements**

- ☒ S.43.24(2)(g) Service agreements with all adjacent library systems
- ☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

	<b>ASSURANCES (cont'd.)</b>	
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**Other Types of Libraries**

- ☒ S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- ☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.

**Library Technology and Resource Sharing Plan**

- ☒ S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
- ☒ A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.

**Professional Consultation**

- ☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

**List ongoing activities related to this requirement.**

- System staff visits new directors individually to provide a one-on-one orientation to system services and partners new directors with an experienced director who serves as a mentor
- When requested, system staff will visit member library directors and trustees to provide consulting regarding budgeting, building expansion, long range planning, personnel issues or other professional concerns.
- System staff will answer questions by telephone and e-mail as they are received. Staff will consult with outside sources, such as DLTCL or colleagues around the state, whenever necessary.
- The System Assistant Director will attend each county Library Advisory Committee (LAC) meeting with other staff attending as needed.
- System staff and resource library staff will visit member libraries and provide training in the use of the automated system as needed.

**Indicate new or priority activities relating to this requirement for the plan year.**

We intend to improve our new director orientation process, giving greater emphasis to follow-up training and assistance.  
No other new activities are planned at this time.

**Services to Users With Special Needs**

- ☒ S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

**List ongoing activities related to this requirement.**

- Continued promotion of electronic information delivery from member libraries as a means to extend traditional library service to those with special needs.
- Continued provision of workshops and individual consulting to member libraries on topics related to services to users with special needs.
- Continued networking with others throughout the state to exchange ideas and information regarding services to those with special needs.

**Indicate new or priority activities relating to this requirement for the plan year.**

No new activities are planned at this time.

	<b>ASSURANCES (cont'd.)</b>	
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**Other Service Programs**

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

**Winnefox Cooperative Technical Services (WCTS)****Ongoing Activities:**

Because WCTS funding is provided on behalf of the libraries directly from Green Lake, Waushara, and Marquette Counties, WCTS primarily serves libraries in those counties. Winnefox member libraries outside of these counties may contract for services from WCTS at cost.

WCTS provides cooperative book selection and processing for member libraries and sponsors several workshops on materials selection each year. WCTS staff provides "work days" consisting of on-site help and consultation for special projects such as weeding.

**New or Priority Activities**

WCTS will be providing grants to member library directors to help pay for the cost of attending the 2014 Public Library Association Conference in Indianapolis.

**Technology Support**

Technology support is considered by libraries to be among the most important services we offer.

**Ongoing activities**

- Continued support of the ILS used by 29 of our libraries.
- Continued network maintenance and support of email for member library staff.
- System staff will continue to offer remote and on-site network and PC support.

**New or Priority Activities**

One major activity for late 2013 and 2014 will be adjusting to the mid-2013 retirement of our long-time Technology Coordinator. We are re-evaluating this position to determine what our current needs are and what skills and abilities are most needed by the system and our members.

**Administration**




- ☒ The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- ☒ The 2013 system audit will be submitted to the division no later than September 30, 2014.

**Budget**

- ☒ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

	<b>CERTIFICATION</b>	
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**WE, THE UNDERSIGNED, CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2014**.

Name of System Director Jeff Gilderson-Duwe	Signature of System Director 	Date Signed
Name of System Board President Jim Miller	Signature of System Board President 	Date Signed
<div><div></div><div><b>FOR DPI USE</b> <b>LIBRARY SYSTEM PLAN APPROVAL</b></div><div></div></div>		
Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature 	Date Signed

Comments

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PUBLIC LIBRARY SYSTEM 2014 ANNUAL PROGRAM BUDGET					
Program	2014 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan*</b>					
1. WALIS	\$138,397	\$2,684	\$19,100	\$582,971	
2. Technology	\$194,274	\$2,043		\$21,051	
3. Reference/ILL	\$89,121	\$1,131			
4. Electronic Resources	\$3,415	\$268	\$5,569	\$90,690	
<b>Program Total</b>	<b>\$425,207</b>	<b>\$6,126</b>	<b>\$24,669</b>	<b>\$694,712</b>	<b>\$1,150,714</b>
<b>Continuing Education and Consulting Service*</b>					
1. Education & consulting	\$110,283	\$1,323		\$100	
2.					
<b>Program Total</b>	<b>\$110,283</b>	<b>\$1,323</b>	<b>\$0</b>	<b>\$100</b>	<b>\$111,706</b>
<b>Delivery Services</b>	<b>\$32,332</b>	<b>\$325</b>		<b>\$7,162</b>	<b>\$39,819</b>
<b>Library Services to Special Users</b>	<b>\$2,735</b>	<b>\$38</b>			<b>\$2,773</b>
<b>Library Collection Development</b>	<b>\$4,581</b>	<b>\$47</b>			<b>\$4,628</b>
<b>Direct Payment to Members for Nonresident Access</b>					<b>\$0</b>
<b>Direct Nonresident Access Payments Across System Borders</b>					<b>\$0</b>
<b>Library Services to Youth</b>	<b>\$5,286</b>	<b>\$81</b>			<b>\$5,367</b>
<b>Public Information</b>	<b>\$99,524</b>	<b>\$905</b>		<b>\$8,000</b>	<b>\$108,429</b>
<b>Administration</b>	<b>\$165,215</b>	<b>\$276</b>		<b>\$74,867</b>	<b>\$240,358</b>
<b>Subtotal</b>	<b>\$309,673</b>	<b>\$1,672</b>	<b>\$0</b>	<b>\$90,029</b>	<b>\$401,374</b>
<b>Other System Programs</b>					
1. County planning	\$36,450	\$286			\$36,736
2. WCTS	\$4,272	\$93		\$183,196	\$187,561
<b>Program Total</b>	<b>\$40,722</b>	<b>\$379</b>	<b>\$0</b>	<b>\$183,196</b>	<b>\$224,297</b>
<b>Grand Totals</b>	<b>\$885,885</b>	<b>\$9,500</b>	<b>\$24,669</b>	<b>\$968,037</b>	<b>\$1,888,091</b>

\* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).